

Return via:
Email: invitemayor@cincinnati-oh.gov
Fax: 513 352-5201

MEETING/EVENT FORM
REQUEST FOR CONSIDERATION

ORIGINATOR OF REQUEST (Name/Organization):			
CONTACT PERSON:	Name:		
	Email:		
	Name/Email	Office #	Other #
NAMES/TITLES OF MEETING PARTICIPANTS (For meeting purposes only = max 5 participants):	Name	Title	
DATE OF MEETING/EVENT (if known)			
TIME OF MEETING / EVENT (If event, provide exact time Mayor should arrive):			
LOCATION OF MEETING/EVENT (Provide exact address):			
MEETING / EVENT PURPOSE (Provide brief description):			
IF AN EVENT, WILL A SPEECH OR GREETING BE REQUIRED (Y/N)?			
If yes:			
Format:	Podium (Y/N):	Q&A's (Y/N):	
Duration of Speech:			
Make-up/Size of Audience:			
Suggested speaking points:			
Other speakers or invited guests			
Program (include agenda or object)			

FOR OFFICE USE ONLY
MEETING CONFIRMATION DETAILS:

Date _____ Time _____ Location _____

* If you plan to use the Mayor in any media communications, you need to contact the Mayor's Communications Director (jason.barron@cincinnati-oh.gov or 513-352-5356) to coordinate and receive approval."